



PLANNING & DEVELOPMENT DEPARTMENT

WATER FEATURE EXEMPTION SUBMITTAL REQUIREMENTS

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required. Must include in the letter the name on the existing Las Vegas Valley Water District account and the account number.

FEES: No Processing Fee

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

SITE PLAN: (4 folded) Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, and adjacent streets. Site Plans must include:

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| ? PROPERTY LINES CALLED OUT | ? NORTH ARROW |
| ? DIMENSIONS (ACTUAL)/SCALE | ? SCALE |
| ? STREET NAMES | ? WATER FEATURE FULLY DIMENSIONED
AND INCLUDE TOTAL SQUARE FOOTAGE |
| ? LANDSCAPE AREAS | ? TURF AREA TO BE REMOVED FULLY
DIMENSIONED AND INCLUDE TOTAL
SQUARE FOOTAGE |
| ? VICINITY MAP | |

LASER PRINT: A reduced, black & white 8.5x11 (high resolution) copy of **above** required plans and drawings is required.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.